Gaming Employee Registration

Online Application Process

Where are we now?

- Paper process in place since 2004
- Incomplete and illegible applications
- Lag time for data entry
- Human error
- Behind the times!

Where are we going?

- To a "mostly" paperless process
- Applicant will fill out app online
- Computer will register automatically
- Payment and fingerprint receipt still manual
- Applicant Management functions for HR

What has changed?

- Applicant now completes gaming employee registration application online
- HR has great management and reporting tools in the new system
- HR no longer responsible for reviewing gaming employee registration application

What has not changed?

- Gaming statutes (NRS) and regulations
- What information is required on the application
- Fees
- Paper process still exists (in exceptional circumstances)
- Hire and term reports still manual at this time
- GCB background investigation process

Statutes and Regs Review

- NRS 463.0157: Gaming Employee Defined
- NRS 463.335: Gaming employee registration required; System of Records; Background investigations/objections; hearing procedures
- Gaming Regulation 5
  - Duties of licensee/procedures
  - Hire and termination reports of gaming employees
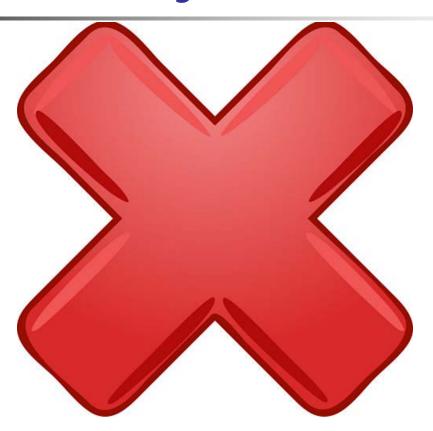 - Photo requirements

The new process: in a nutshell

- Applicant is hired in a gaming position by HR
- HR creates header and gives applicant worksheet
- Applicant logs in online and completes application
- Applicant gets fingerprinted and purchases money order
- Applicant returns to HR with fingerprint receipt and money order
- HR logs into online system and submits completed app to GCB, mails in money order and fingerprint receipt

Features of the Online Application

- Mandatory fields
- Drop-down menus
- Prepopulated information
- Help pages
- Tabs: Several forms in one place
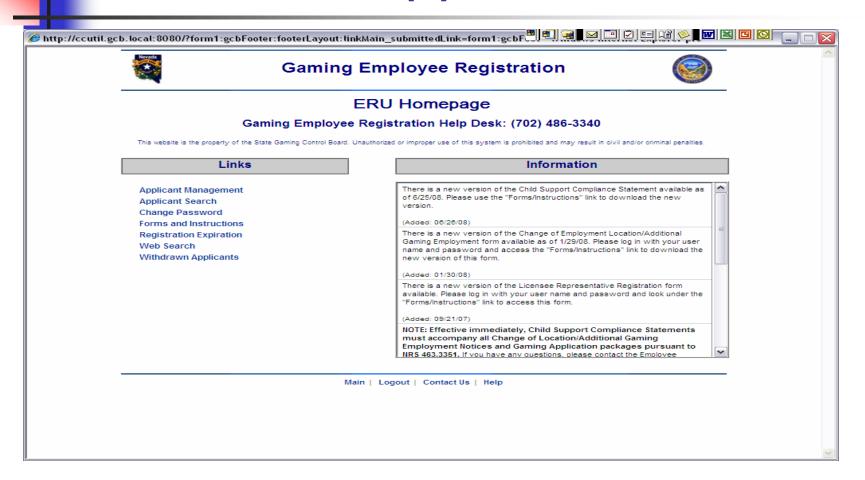- System saves work upon logout

Make sure you don't....

Closing your internet browser completely will not save your work!

HR Process

- Applicant Search: Still the first step!
- Register a new applicant
- Existing applicant: Change of location, Renewal, or Change of name
- Submit applications to GCB and mail in paperwork
- Reporting Capabilities
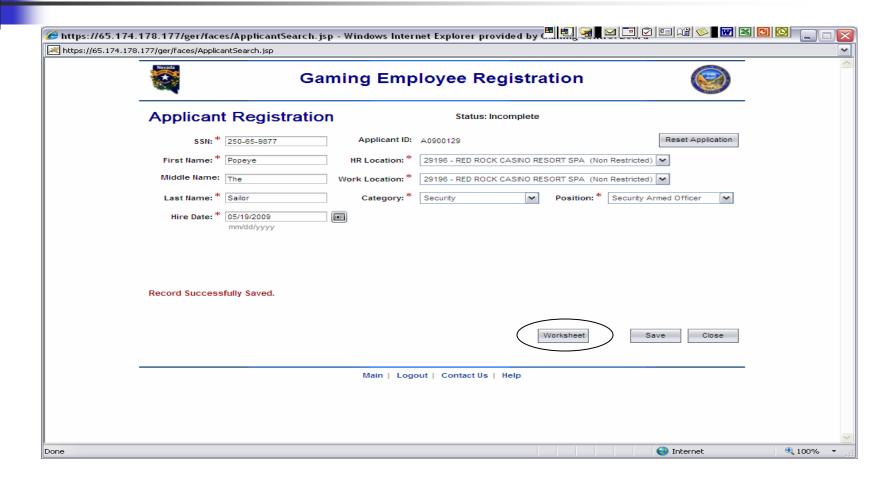
For a new applicant
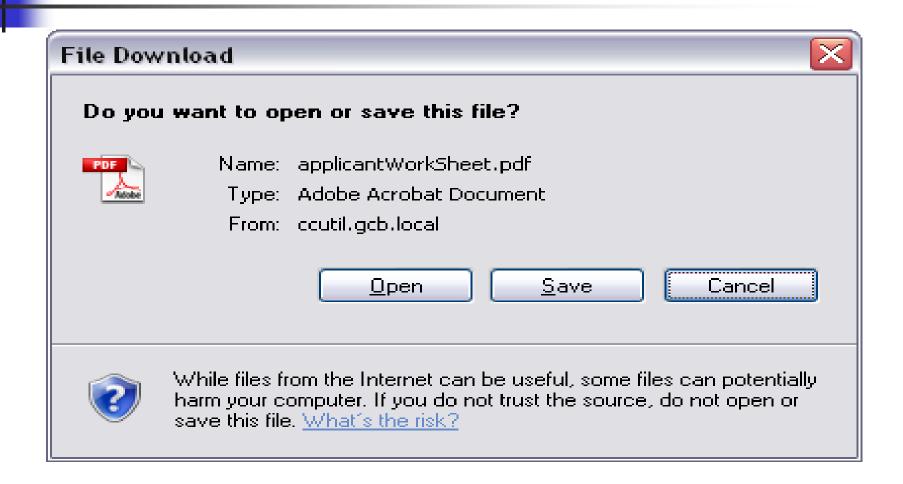
Applicant Search Screen
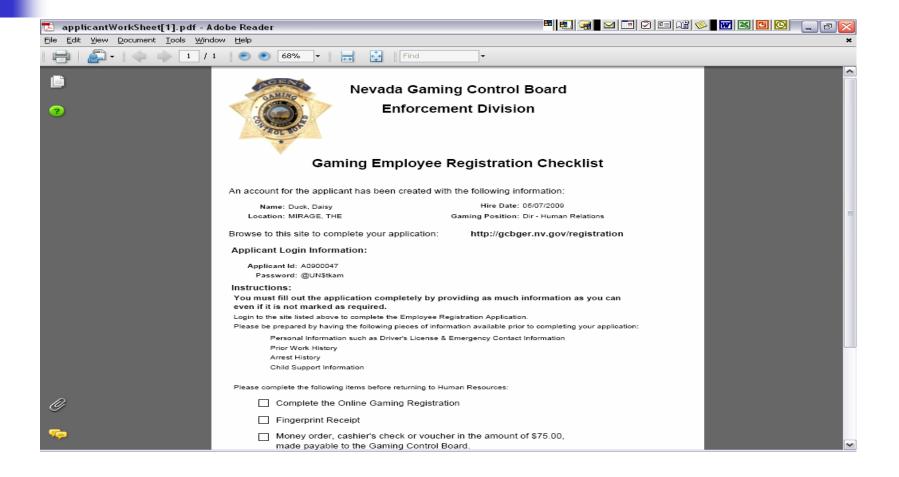
New Applicant Button

Create Header Record

Print Worksheet

Online Application uses pdf files

File Download

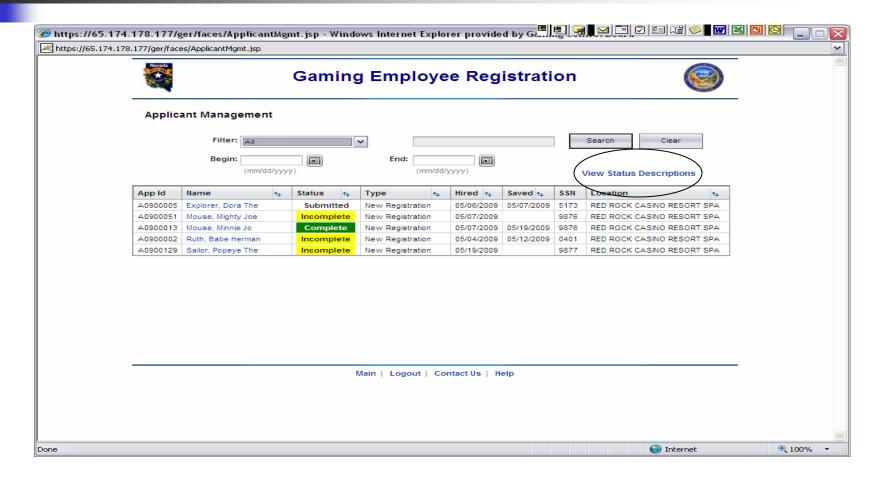**Do you want to open or save this file?**

Name: applicantWorkSheet.pdf

Type: Adobe Acrobat Document

From: ccutil.gcb.local

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Applicant Worksheet

For an existing applicant: choose an option

HR Process: Submitting to GCB

- Applicant Management Screen
- Status explanations
- Submit to GCB
- Required paperwork
- "What if?"

Applicant Management Screen

HR Process: Applicant Management Status Definitions

- Complete
- Incomplete
- Obsolete
- Submitted

- *Important Note: This screen will **NOT** update the status to "Object" – you will have to use the Applicant Search function to see this*

Status Definitions (cont.)

- Cheat sheet on Applicant Management Screen ("View Status Descriptions")
- Obsolete Applications:
    - 2 weeks to start
    - Each login resets time frame 30 days out

HR Process: Submitting to GCB

- Verify status is "Complete"
- Check boxes for Fingerprint Receipt and Payment Received
- Click on "Submit"
- Print receipt for HR records and "card" for applicant

Submit to GCB

Forms to Mail to GCB:

- Fingerprint Receipt
- Payment
- HR Transaction Receipt (print out right after you click "Submit")

- *Note: HR Transaction Receipt and "card"/receipt for applicant print out as one document.*
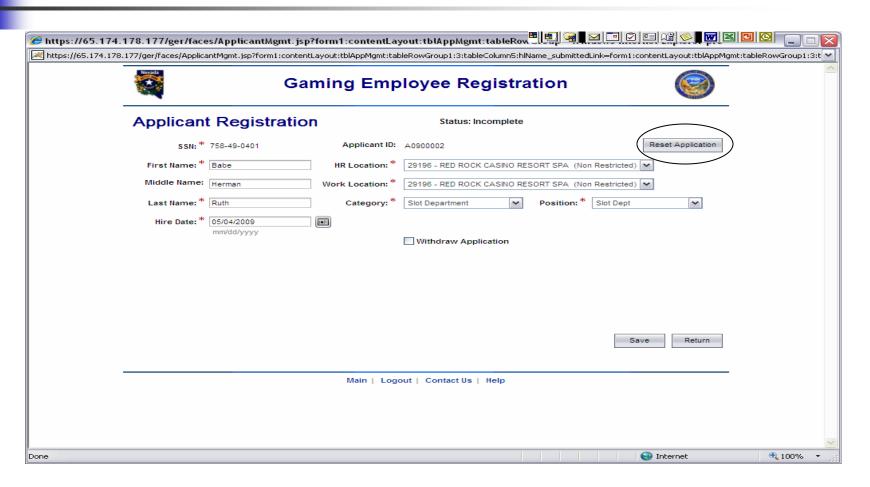
The card is back!

Registration Card

Gaming "card" reminders

- Not an "official" document
- Licensee must still verify in online system
- Subject to objection or revocation by GCB pending background investigation
- Not a form of identification
- May be laminated by HR if possible
- Two ways to print: via Applicant Management once submitted to GCB, or via Applicant Search

What if...?

- An applicant loses his or her password to get into the system?
  - Reset Application in Applicant Management screen and reprint worksheet
- An applicant completes the online app and needs to go back in?
  - Unlock the application from the Applicant Management screen.
- An applicant decides not to take the job?
  - Withdraw Application in Applicant Management screen and enter withdraw reason

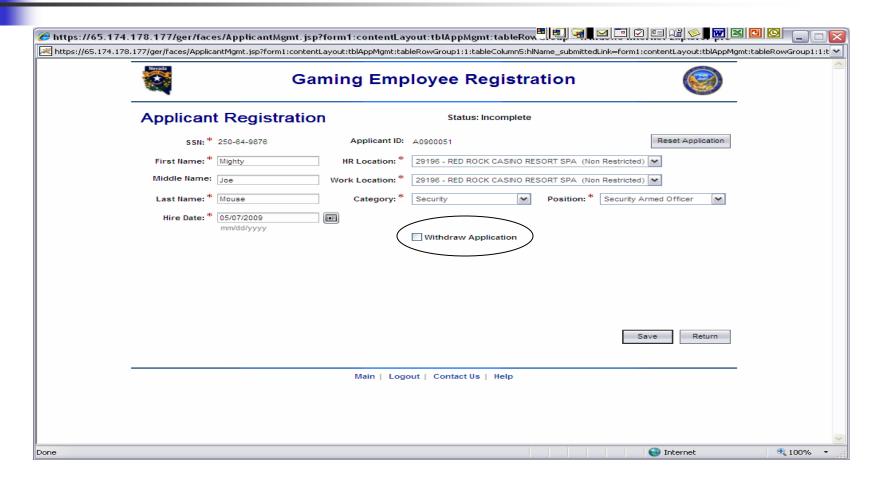 Please note: Your property will still be charged for applicants fingerprinted and withdrawn.

Reset Application Function: from Applicant Management Screen

Unlock Application Function

Withdraw Application Function

To Withdraw Application

What if…? Cont.

- **An applicant is in Object status?**
  - The system will not allow you to create header for this applicant.
- **An applicant has two applications in the system at once?**
  - The system will give an error message that the applicant must finish the pending application first.
- **An applicant does not have an SSN?**
  - The applicant will have to register via the paper process at this time.

Timelines/Deadlines

- Registration Expiration 5 years from submittal by licensee HR
- App fed into GCB database once payment and fingerprints received
- Applicant can renew up to 60 days in advance
- Must mail paperwork to GCB within 5 days of receipt AND completed online app
- GCB still has 120 days to complete the background investigation

HR Management Reports

- ## Registration Expiration
  - ### 30 day, 60 day, 90 day, and extended range
- ## Withdrawn Applicants
  - ### For reference for fingerprint billing
- ## Sort Applicant Management screen by name, status, etc.

Registration Expiration Report

Expiration Report

Expiration Report Details

- Color coded
- RED = Expired
- YELLOW = Expires within 30 days

Keep in mind: This report WILL show terminated EEs until we can work the termination report into the system.

Withdrawn Applicants Report

Other Perks

- Ability to print "cards" for all gaming employees

- Ability to e-mail GCB with questions using "Contact Us" feature
  - eru@gcb.nv.gov

- 24-7 Help Desk to assist applicants
  - (702) 486-3340

Let's Switch Gears…

Applicant Screens

- Navigating through the application
- Buttons on each page
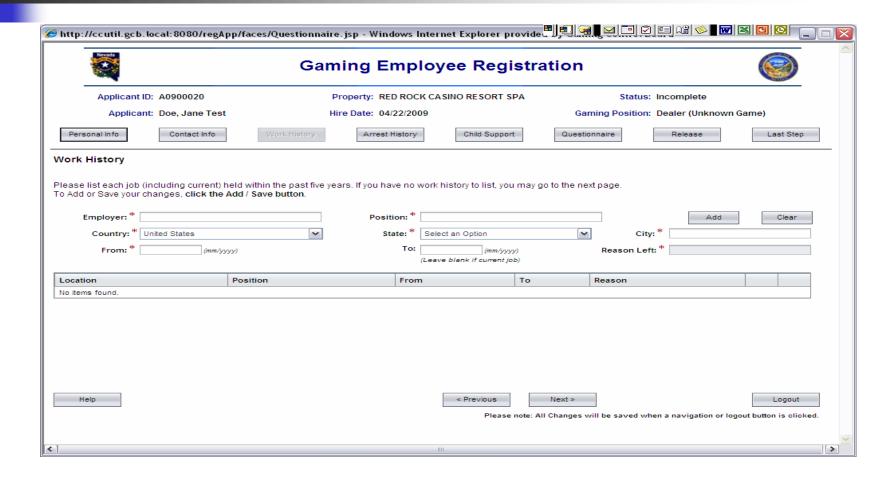- Save feature
- Ability to print a copy of their application
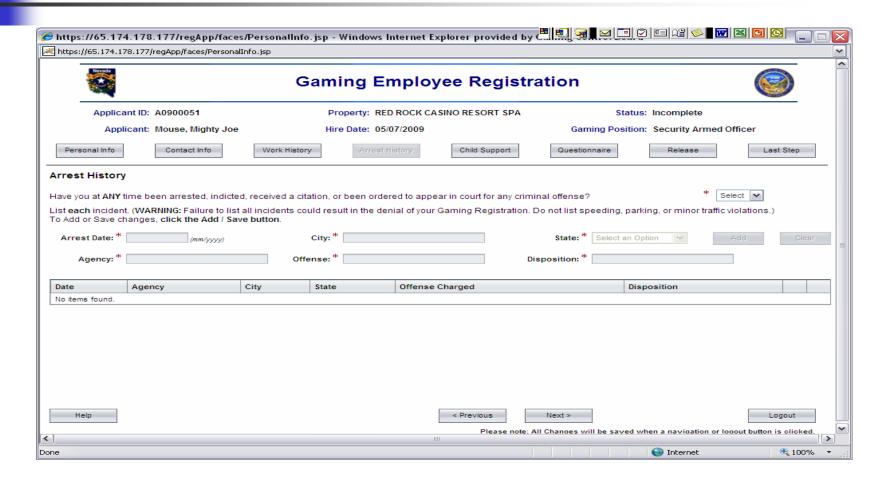
Applicant Screens: Personal Information
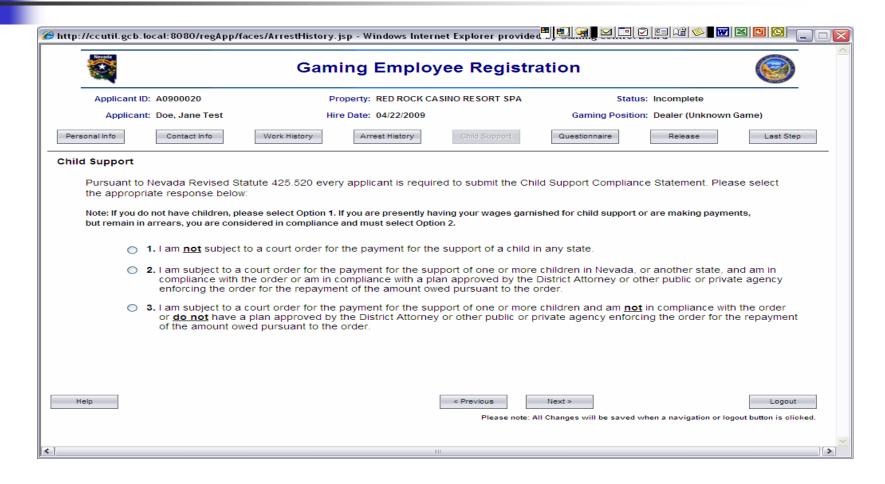
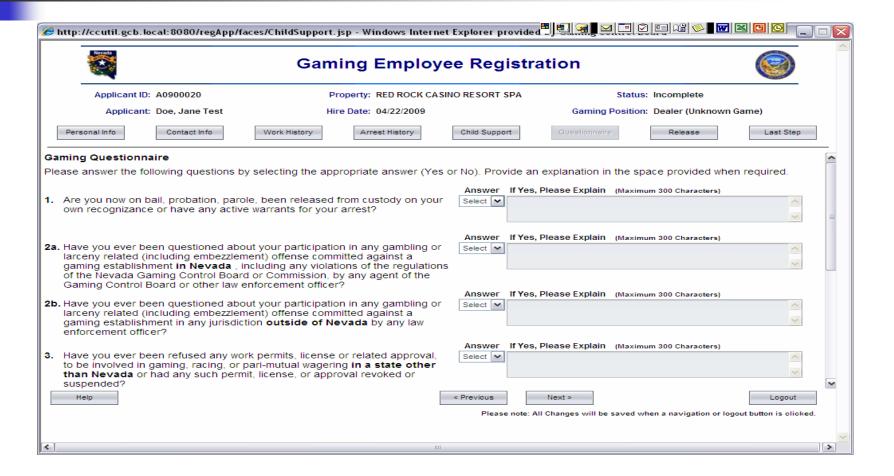# Applicant Screens: Contact Information

Applicant Screens: Work History

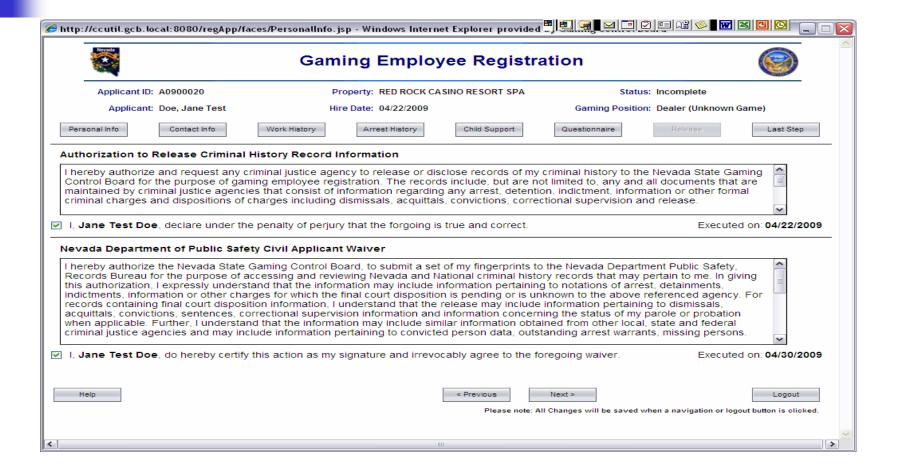# Applicant Screens: Arrest History

Applicant Screens: Child Support

Applicant Screens: Questionnaire

Questionnaire cont.

Applicant Screens: Release
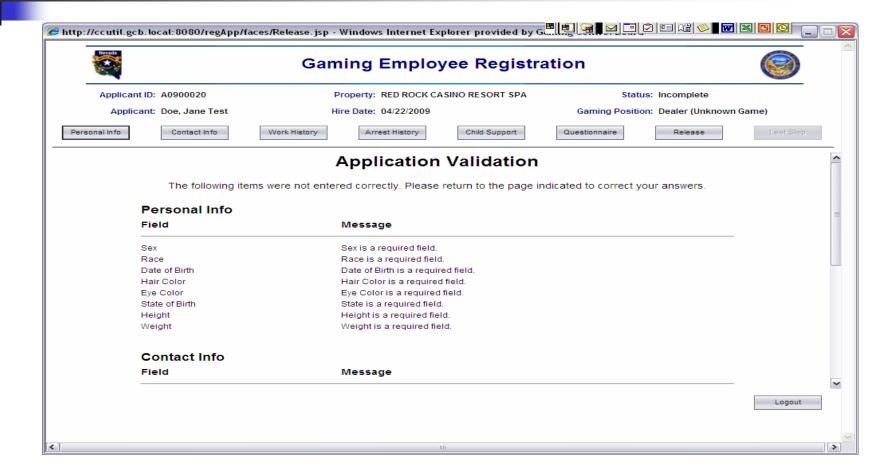
New
DPS Civil Applicant Waiver

- New portion of application mandated by Nevada Department of Public Safety.

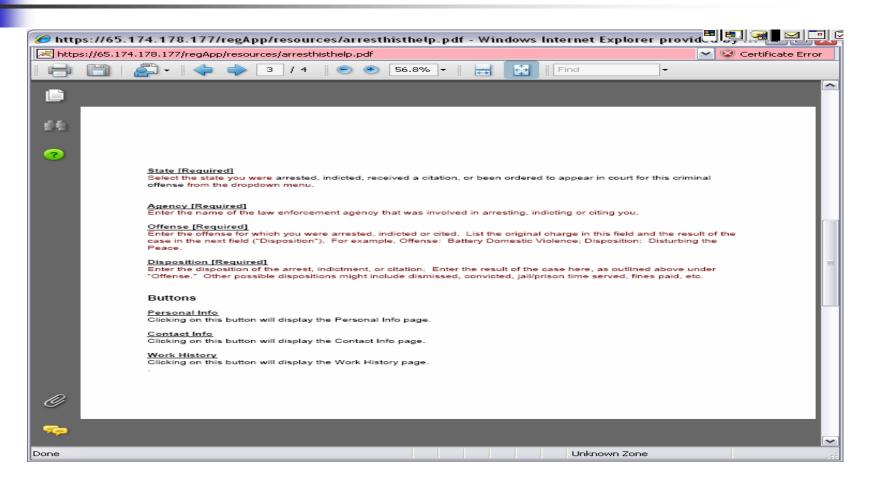- This is the only additional piece not in the current paper process.

Applicant Screens: Last Step

Complete and Submit to HR

Help Files – on every page!

Future Enhancements

- Term reporting via online system
- Ability to generate a report of all registered employees for a location

Questions?

Thank you!